

## **REAL ESTATE TECHNICIAN I**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Non-Exempt*

Performs responsible skilled clerical work updating and maintaining real estate records for assessment purposes; does related work as required. Work is performed under regular supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Updating and maintaining real estate records for assessment purposes; administering the land use and tax relief for the elderly/disabled program; assisting the public; maintaining records and files.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides customer service; provides assistance and information related to real estate properties, maps, assessments, procedures, forms, fees, or other issues; assists the public in use of public access computer terminals and GIS mapping computer; responds to routine questions, researches problems, and initiates problem resolution.
- Administers the Land Use Program and Tax Relief for the Elderly/Disabled Program; receives and processes program applications; calculates and collects application fees; obtains information to determine eligibility for validation/revalidation or qualification for certification; enters data into computer and updates real estate cards; advertises program deadlines in newspapers.
- Updates real estate property records; reads/interprets legal documents, such as wills or deeds, to update records; updates address files via computer and writes address routing slips; researches property records to determine type of transfers; sorts receipts for wills and deeds, and updates property information.
- Reviews building permit data with assessor; researches building permit information in building inspection records; enters new information into computer; assigns proper codes; draws sketches to calculate square footages, makes final calculations; updates property record cards.
- Calculates/processes exonerations, supplements, and refunds of real estate taxes for property which becomes taxable or tax-exempt; prorates real estate tax bills based on date of sale or death of applicant.
- Provides information/assistance in support of reassessment activities; gathers data and processes documentation for reassessment of real estate parcel values; provides data for field studies to develop rates/schedules; provides documentation and assistance to Reassessment Office and Board of Equalization; generates assessment notices and letters.
- Receives payments for maps, document copies, or other departmental fees/services; records transactions, issues receipts, and forwards revenues as appropriate.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Some knowledge of practices of real estate assessment; some knowledge of applicable codes, laws and regulations; some knowledge of computer applications used for assessment and mapping purposes; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and some customer service experience.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force constantly to move objects; work requires reaching, fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.